

## Concierge Level Career Coaching Services From Made For Much More 2019 A la Carte Menu

The additional career coaching services are configured based on your specific career search needs. After you and I determine the services you need, I'll configure a career coaching program designed for you. These are in rough chronological order for a career search campaign.

## Preparation

1. <u>Create And Maintain A Career Search Pipeline</u>: Vital to the overall search. This will organize and manage your career search with the key milestones.

2. <u>Create a Career map</u>: We determine your career goals, objectives, and aspirations. The goal is to determine where you want to be career wise three to six months from now, one year from now and five or more years from now. Includes an easy to complete questionnaire to draw out your assets, transferable skills, and accomplishments. Consists of an adaptability assessment and finding your motivation.

3. <u>Conduct Career Coaching And Evaluating Your Career Search with periodic sessions</u>. This includes a career search SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) with a continuing reevaluation of your search process. Marketing Yourself

<u>4. Conduct a Focused Career Search: We work to target organizations where you'd like to work.</u> This could be focused on a profession, geography, technology or other factors. This leverages my personal network of recruiters and 15,000+ LinkedIn connections.

5. <u>Create a Personal Career Marketing Bio:</u> A one-page infographic summary of you and your career brand. Essential as part of the recruiter introduction and networking component.

6. Create Cover Letters Or Network Letters Designed for specific jobs or companies.

7. <u>Create Focused Resumes For Specific Positions that will score high on an Applicant Tracking Systems</u>. This includes a cover letter, a resume that is focused on the job requirements and your accomplishments that relate to those requirements, with a requirements compliance matrix.

8. <u>Maintaining and Upgrading Your LinkedIn Profile</u> based on your career map and new information as your search progresses.

9. <u>Create a Personal Career Branded Web Site Portfolio</u>. Very impressive and content rich. The site web address is included in your resume and LinkedIn profile. A QR code is

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provided to connect your personal business card directly to your career web site.

## **Interview or Network Meetings**

10. <u>Create Networking Through Informational Interview Coaching</u>. I connect you to people at organizations where you'd like to work. The process includes introductions and email templates.

11. <u>Creating Your 30 Second Elevator Pitch</u>. Important as you never know where you may need this to introduce your brand and career value.

12. <u>Conduct Interview Preparation Coaching And Follow Up</u>, coaching and mock interviews include pre-work and post-work for both of us.

13. Creating A List Of 100+ People you should or would like to know. Networking is a very effective way to find your next position.

14. <u>Creating Network Letters Designed to be sent to C level people at your targeted</u> <u>companies.</u> These are very effective for specific jobs or companies.

<u>15. Building</u> Recruiter Relationships. I target specific recruiters based on your search requirements, includes sending your foundational resume with an introductory note.

## **Closing the Deal**

16. <u>Evaluating And Negotiating Offers.</u> Having a comprehensive knowledge of compensation and benefits, I'll ensure you understand all of the options and negotiation leverage points.

17. <u>Once Hired, Creating Your 90-Day Post-Hire Career Transition Plan</u>. The first 90 days in your new position can be the most important 90 days of your career. I'll guide you through the process before you start and for the first 90 days or longer.

Pick the services that you believe will provide you with the greatest benefit and career impact. I'll configure a career coaching program designed for you. When you become a Concierge Career Coaching Client you will have access to me via a unique email address that I prioritize responding to.